



Commonwealth of Kentucky

CONTRACT MODIFICATION

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Document Description: Security Services

Cited Authority: FAP111-43-00-03-STD
PSC Sole Source or Emergency Exemption-StandardReason for Modification: Original Contract Amount - \$300,000.00
Amount of Increase/Decrease - \$0.00
New Contract Total - \$300,000.00

Modification is essential to add additional individuals to the security detail list to cover shifts. There is no change in scope or amount.

Issuer Contact:Name: Michelle Lacy
Phone: 502-696-5650
E-mail: michelle.lacy@ky.gov**Vendor Name:**

Multiple Provider

702 Capitol Avenue

OMPS

Frankfort

KY 40601

Vendor No.

ZZMISCPROC

Vendor ContactName: No Contact
Phone: XXX-XXX-XXXX
Email:

Effective From: 2020-08-26

Effective To: 2020-12-31

Line Item	Delivery Date	Quantity	Unit	Description	Unit Price	Contract Amount	Total Price
1		0.00000		Security Personnel	\$0.000000	\$300,000.00	\$300,000.00

Extended Description:

Provide armed security personnel

Shipping Information:	Billing Information:
Office of the Attorney General 700 Capitol Avenue, Suite 34 Frankfort KY 40601	Office of the Attorney General 700 Capitol Avenue, Suite 34 Frankfort KY 40601

TOTAL CONTRACT AMOUNT:**\$300,000.00**

	Document Description	Page 2
2100000444	Security Services	

Modification #3

Original Contract Amount - \$300,000.00

Amount of Increase/Decrease - \$0.00

New Contract Total - \$300,000.00

Modification is essential to add additional individuals to the security detail list to cover shifts.
There is no change in scope or amount.

Modification #2

Original Contract Amount - \$300,000.00

Amount of Increase/Decrease - \$0.00

New Contract Total - \$300,000.00

Modification is essential to add additional individuals to the security detail list to cover shifts.
There is no change in scope or amount.

Modification #1

Original Contract Amount - \$300,000.00

Amount of Increase/Decrease - \$0.00

New Contract Total - \$300,000.00

Modification is essential to add additional individuals to the security detail list. There is no change in scope or amount.

	Document Description	Page 3
2100000444	Security Services	

PERSONAL SERVICE CONTRACT FOR
SECURITY SERVICES
BETWEEN
THE COMMONWEALTH OF KENTUCKY
OFFICE OF THE ATTORNEY GENERAL
AND
MULTIPLE PROVIDERS

This Personal Service Contract (PSC) is entered into, by and between the Commonwealth of Kentucky, Office of the Attorney General ("the Commonwealth") and Multiple Providers ("the Contractor") to establish a contract for Security Detail. The initial PSC is effective from 8/26/2020 through 12/31/2020.

The Commonwealth and Contractor agree to the following:

I. Scope of Contract

In light of serious, credible threats against the Attorney General, it is necessary to contract for executive security services for his protection. Executive security services shall include, but not be limited to, investigating, deterring, and responding to acts of arson, sabotage, theft, trespassing, vandalism, assault, or any other incident deemed a threat to the safety of the Attorney General. Services shall be provided when requested by the Commissioner of the Department of Criminal Investigations (Commissioner) within the Office of the Attorney General, or his or her designee, and performed within the professional judgment and discretion of the Contractor.

Services shall be provided by shift as designated by the Commissioner. The Commissioner, or his or her designee, will direct the assignment of security services personnel, who shall provide such services within the parameters set by the Commissioner, or his or her designee, but shall execute the services according to their best professional judgment and discretion.

Each Contractor on every shift shall provide a written or verbal activity report, detailing any security related or unusual incidents that occurred during his or her shift. The report shall include all known or suspected violations, irregularities, or suspicious circumstances.

Any contractor who issues false information, makes false statements, or records false information concerning matters pertaining to his or her work, or otherwise engages in conduct unbecoming of an officer, shall be removed from assignment at the discretion of the Commissioner, or his or her designee, and may be subject to civil action, if the circumstances warrant.

	Document Description	Page 4
2100000444	Security Services	

In any emergency not covered by instructions, the Contractor shall call the Commissioner, or his or her designee, if he or she needs guidance, and if time permits. Otherwise, he or she will act using his or her best professional judgment and common sense in initiating the action he or she feels is warranted and appropriate given the circumstances. If Contractor must place a civilian under arrest, he or she shall follow the appropriate protocol and appropriate use of force.

Contractors will be required to interact and coordinate with the Attorney General's security detail, provide updates on security related incidents or threats, and ensure the uninterrupted and seamless delivery of security services.

Qualifications

- Contractor shall:

- 1.-Be a sworn law enforcement officer;
- 2.-Be a U.S. Citizen;
- 3.-Be at least 21 years of age;
- 4.-Have a High School Diploma or GED;
- 5.-Hold and maintain a valid driver's license;
- 6.-Be able to prepare detailed written reports;
- 7.-Have a minimum of two (2) years' experience as a law enforcement officer;
- 8.-At all times, be Peace Officer Professional Standards (POPS) certified through the Kentucky Law Enforcement Council; and
- 9.-Be free of any current disciplinary action or investigations by their employing department or agency.

Other terms

- Equipment: Contractor shall report for duty in his or her department or agency standard duty uniform, including his or her ballistic vest, unless directed otherwise by the Commissioner, or his or her designee.

Contractor shall have a cellular phone at all times while on duty to ensure communication with the Commissioner, or his or her designee.

	Document Description	Page 5
2100000444	Security Services	

When on duty, Contractor shall be armed with his or her department or agency issued sidearm, in serviceable order, radio, and less than lethal weapons. Contractor shall utilize his or her department or agency vehicle, either marked or unmarked.

Contractor shall ensure that his or her firearm is carried in a type of holster that will permit the firearm to be secured and not be readily accessible to others (Level II or Double Retention Rating). The drawing or un-holstering of the firearm is not permitted except in defense of the Contractor's life or the life of someone else. Firearm shall be issued by the employing department or agency.

The Contractor further agrees to defend, hold harmless, and indemnify, the Commonwealth of Kentucky, the Agency, and its representatives and employees, protecting the Commonwealth of Kentucky, the Agency, and the Department's representatives and employees from any liability for the acts of the Contractor or representatives of the Contractor. The Office of the Attorney General shall not indemnify Contractor. Nothing in this paragraph nor in this contract shall be interpreted to waive or limit the application of any immunity doctrine under applicable law.

Assurances: By providing personal security services while off-duty, Contractor affirms that his or her provision of such services is not prohibited by his or her employing department or agency's duly adopted Code of Ethics policy or any other rules, regulations, or procedures.

Certifications: Contractor shall be responsible, under all circumstances and conditions, for complying with all federal, state, county, city, and other laws and ordinances pertinent to commissioning, appointment, licensing, training, and otherwise obtaining proper authority for officers to legally function. The Contractor is responsible for paying fees for licenses and commissions.

Taxes: Contractor, as an independent contractor, shall ensure payment of all appropriate federal, state, and local taxes.

No guarantee: This Contract is not a guarantee of any work and does not entitle the Contractor to any minimum amount of work or number of assignments.

II. Contract Components and Order of Precedence

The Commonwealth's acceptance of the Contractor's offer in response to the Solicitation, indicated by the issuance of a Contract Award shall create a valid contract between the Parties consisting of the following:

1. Procurement Statutes, Regulations and Policies
2. Any written Agreement between the Parties.
3. Any Addenda to the Solicitation.
4. The Solicitation and all attachments
5. Any Best and Final Offer.
6. Any clarifications concerning the Contractor's proposal in response to the Solicitation.
7. The Contractor's proposal in response to the Solicitation.

	Document Description	Page 6
2100000444	Security Services	

In the event of any conflict between or among the provisions contained in the contract, the order of precedence shall be as enumerated above.

III. Negotiated Items

Not Applicable.

IV. Pricing

This contract is established for a not to exceed amount of \$300,000 in totality for security services. An hourly rate of \$50.00 per hour worked shall be paid per individual on a bi-weekly basis.

This Contract is not a guarantee of any work and does not entitle the Contractor to any minimum amount of work or number of assignments.

V. Invoicing

Pursuant to KRS 45A.695, no payment shall be made on any personal service contract unless the individual, firm, partnership, or corporation awarded the personal service contract submits its invoice for payment on a form established by the committee attached as Exhibit A to this contract. The Contractor shall submit invoices setting forth the hours worked and the expenses for which reimbursement is sought on a bi-weekly basis. Invoices shall include rate of pay, hours worked, and total amount requested. All invoices shall be accompanied with timesheets detailing the hours, day, month, and year.

This Contract is not a guarantee of any work and does not entitle the Contractor to any minimum amount of work or number of assignments.

	Document Description	Page 7
2100000444	Security Services	

**Personal Service Contract Standard Terms and Conditions
Revised January 2020**

Whereas, the first party, the state agency, has concluded that either state personnel are not available to perform said function, or it would not be feasible to utilize state personnel to perform said function; and
Whereas, the second party, the Contractor, is available and qualified to perform such function; and
Whereas, for the abovementioned reasons, the state agency desires to avail itself of the services of the second party;

NOW THEREFORE, the following terms and conditions are applicable to this contract:

1.00 Effective Date:

This contract is not effective until the Secretary of the Finance and Administration Cabinet or his authorized designee has approved the contract and until the contract has been submitted to the Legislative Research Commission, Government Contract Review Committee ("LRC"). However, in accordance with KRS 45A.700, contracts in aggregate amounts of \$10,000 or less are exempt from review by the committee and need only be filed with the committee within 30 days of their effective date for informational purposes.

KRS 45A.695(7) provides that payments on personal service contracts and memoranda of agreement shall not be authorized for services rendered after government contract review committee disapproval, unless the decision of the committee is overridden by the Secretary of the Finance and Administration Cabinet or agency head, if the agency has been granted delegation authority by the Secretary.

2.00 Renewals:

Upon expiration of the initial term, the contract may be renewed in accordance with the terms and conditions in the original solicitation. Renewal shall be subject to prior approval from the Secretary of the Finance and Administration Cabinet or his authorized designee and the LRC Government Contract Review Committee in accordance with KRS 45A.695 and KRS 45A.705, and contingent upon available funding.

3.00 LRC Policies:

Pursuant to KRS 45A.725, LRC has established policies which govern rates payable for certain professional services. These are located on the LRC webpage <https://apps.legislature.ky.gov/moreinfo/Contracts/homepage.html> and would impact any contract established under KRS 45A.690 et seq., where applicable.

4.00 Choice of Law and Forum:

This contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. Any action brought against the Commonwealth on the contract, including but not limited to actions either for breach of contract or for enforcement of the contract, shall be brought in Franklin Circuit Court, Franklin County, Kentucky in accordance with KRS 45A.245.

5.00 EEO Requirements:

The Equal Employment Opportunity Act of 1978 applies to All State government projects with an estimated value exceeding \$500,000. The contractor shall comply with all terms and conditions of the Act.

6.00 Cancellation:

The Commonwealth shall have the right to terminate and cancel this contract at any time not to exceed thirty (30) days' written notice served on the Contractor by registered or certified mail.

7.00 Funding Out Provision:

The state agency may terminate this contract if funds are not appropriated to the contracting agency or are not otherwise available for the purpose of making payments without incurring any obligation for payment after the date of termination, regardless of the terms of the contract. The state agency shall provide the Contractor thirty (30) calendar days' written notice of termination of the contract due to lack of available funding.

	Document Description	Page 8
2100000444	Security Services	

8.00 Reduction in Contract Worker Hours:

The Kentucky General Assembly may allow for a reduction in contract worker hours in conjunction with a budget balancing measure for some professional and non-professional service contracts. If under such authority the agency is required by Executive Order or otherwise to reduce contract hours, the agreement will be reduced by the amount specified in that document. If the contract funding is reduced, then the scope of work related to the contract may also be reduced commensurate with the reduction in funding. This reduction of the scope shall be agreeable to both parties and shall not be considered a breach of contract.

9.00 Authorized to do Business in Kentucky:

The Contractor affirms that it is properly authorized under the laws of the Commonwealth of Kentucky to conduct business in this state and will remain in good standing to do business in the Commonwealth of Kentucky for the duration of any contract awarded.

The Contractor shall maintain certification of authority to conduct business in the Commonwealth of Kentucky during the term of this contract. Such registration is obtained from the Secretary of State, who will also provide the certification thereof.

Registration with the Secretary of State by a Foreign Entity:

Pursuant to KRS 45A.480(1)(b), an agency, department, office, or political subdivision of the Commonwealth of Kentucky shall not award a state contract to a person that is a foreign entity required by KRS 14A.9-010 to obtain a certificate of authority to transact business in the Commonwealth ("certificate") from the Secretary of State under KRS 14A.9-030 unless the person produces the certificate within fourteen (14) days of the bid or proposal opening. Therefore, foreign entities should submit a copy of their certificate with their solicitation response. If the foreign entity is not required to obtain a certificate as provided in KRS 14A.9-010, the foreign entity should identify the applicable exception in its solicitation response. Foreign entity is defined within KRS 14A.1-070.

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For all foreign entities required to obtain a certificate of authority to transact business in the Commonwealth, if a copy of the certificate is not received by the contracting agency within the time frame identified above, the foreign entity's solicitation response shall be deemed non-responsive or the awarded contract shall be cancelled.

Businesses can register with the Secretary of State at <https://onestop.ky.gov/Pages/default.aspx>

10.00 Invoices for fees:

The Contractor shall maintain supporting documents to substantiate invoices and shall furnish same if required by state government. The invoice must conform to the method described in Section V of this contract.

Pursuant to KRS 45A.695, no payment shall be made on any personal service contract unless the individual, firm, partnership, or corporation awarded the personal service contract submits its invoice for payment on a form established by the committee.

*Invoice form is available on the Legislative Research Commission, Government Contract Review Committee website: <https://apps.legislature.ky.gov/moreinfo/Contracts/homepage.html>

11.00 Travel expenses, if authorized:

The Contractor shall be paid for no travel expenses unless and except as specifically authorized by the specifications of this contract or authorized in advance and in writing by the Commonwealth. The Contractor shall maintain supporting documents that substantiate every claim for expenses and shall furnish same if requested by the Commonwealth.

12.00 Other expenses, if authorized herein:

	Document Description	Page 9
2100000444	Security Services	

The Contractor shall be reimbursed for no other expenses of any kind, unless and except as specifically authorized within the specifications of this contract or authorized in advance and in writing by the Commonwealth.

If the reimbursement of such expenses is authorized, the reimbursement shall be only on an out-of-pocket basis. Request for payment of same shall be processed upon receipt from the Contractor of valid, itemized statements submitted periodically for payment at the time any fees are due. The Contractor shall maintain supporting documents that substantiate every claim for expenses and shall furnish same if requested by the Commonwealth.

13.00 Purchasing and specifications:

The Contractor certifies that he/she will not attempt in any manner to influence any specifications to be restrictive in any way or respect nor will he/she attempt in any way to influence any purchasing of services, commodities or equipment by the Commonwealth of Kentucky. For the purpose of this paragraph and the following paragraph that pertains to conflict-of interest laws and principles, "he/she" is construed to mean "they" if more than one person is involved and if a firm, partnership, corporation, or other organization is involved, then "he/she" is construed to mean any person with an interest therein.

14.00 Conflict-of-interest laws and principles:

The Contractor certifies that he/she is legally entitled to enter into this contract with the Commonwealth of Kentucky, and by holding and performing this contract, he/she will not be violating either any conflict of interest statute (KRS 45A.330-45A.340, 45A.990, 164.390), or KRS 11A.040 of the executive branch code of ethics, relating to the employment of former public servants.

15.00 Campaign finance:

The Contractor certifies that neither he/she nor any member of his/her immediate family having an interest of 10% or more in any business entity involved in the performance of this contract, has contributed more than the amount specified in KRS 121.056(2), to the campaign of the gubernatorial candidate elected at the election last preceding the date of this contract. The Contractor further swears under the penalty of perjury, as provided by KRS 523.020, that neither he/she nor the company which he/she represents, has knowingly violated any provisions of the campaign finance laws of the Commonwealth, and that the award of a contract to him/her or the company which he/she represents will not violate any provisions of the campaign finance laws of the Commonwealth.

16.00 Access to Records:

The state agency certifies that it is in compliance with the provisions of KRS 45A.695, "Access to contractor's books, documents, papers, records, or other evidence directly pertinent to the contract." The Contractor, as defined in KRS 45A.030, agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this agreement for the purpose of financial audit or program review. The Contractor also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the agreement and shall be exempt from disclosure as provided in KRS 61.878(1)(c).

17.00 Protest:

Pursuant to KRS 45A.285, the Secretary of the Finance and Administration Cabinet, or his designee, shall have authority to determine protests and other controversies of actual or prospective vendors in connection with the solicitation or selection for award of a contract.

Any actual or prospective vendor, who is aggrieved in connection with the solicitation or selection for award of a contract, may file protest with the Secretary of the Finance and Administration Cabinet. A protest or notice of other controversy must be filed promptly and, in any event, within two (2) calendar weeks after

	Document Description	Page 10
2100000444	Security Services	

such aggrieved person knows or should have known of the facts giving rise thereto. All protests or notices of other controversies must be in writing and shall be addressed to:

Holly M. Johnson, Secretary
Commonwealth of Kentucky
Finance and Administration Cabinet
Room 383, New Capitol Annex
702 Capitol Avenue
Frankfort, KY 40601

The Secretary of Finance and Administration Cabinet shall promptly issue a decision in writing. A copy of that decision shall be mailed or otherwise furnished to the aggrieved party and shall state the reasons for the action taken.

The decision by the Secretary of the Finance and Administration Cabinet shall be final and conclusive.

18.00 Social security: (check one)

_____ The parties are cognizant that the state is not liable for social security contributions, pursuant to 42 U.S. Code, section 418, relative to the compensation of the second party for this contract.

_____ The parties are cognizant that the state is liable for social security contributions, pursuant to 42 U.S. Code, section 418, relative to the compensation of the second party for this contract.

19.00 Violation of tax and employment laws:

KRS 45A.485 requires the Contractor and all subcontractors performing work under the contract to reveal to the Commonwealth, prior to the award of a contract, any final determination of a violation by the Contractor within the previous five (5) year period of the provisions of KRS chapters 136, 139, 141, 337, 338, 341, and 342. These statutes relate to corporate and utility tax, sales and use tax, income tax, wages and hours laws, occupational safety and health laws, unemployment insurance laws, and workers compensation insurance laws, respectively

To comply with the provisions of KRS 45A.485, the Contractor and all subcontractors performing work under the contract shall report any such final determination(s) of violation(s) to the Commonwealth by providing the following information regarding the final determination(s): the KRS violated, the date of the final determination, and the state agency which issued the final determination.

KRS 45A.485 also provides that, for the duration of any contract, the Contractor and all subcontractors performing work under the contract shall be in continuous compliance with the provisions of those statutes, which apply to their operations, and that their failure to reveal a final determination, as described above, or failure to comply with the above statutes for the duration of the contract, shall be grounds for the Commonwealth's cancellation of the contract and their disqualification from eligibility for future state contracts for a period of two (2) years.

Contractor must check one:

_____ The Contractor has not violated any of the provisions of the above statutes within the previous five (5) year period.

_____ The Contractor has violated the provisions of one or more of the above statutes within the previous five (5) year period and has revealed such final determination(s) of violation(s). Attached is a list of such determination(s), which includes the KRS violated, the date of the final determination, and the state agency which issued the final determination.

20.00 Discrimination:

	Document Description	Page 11
2100000444	Security Services	

This section applies only to contracts disbursing federal funds, in whole or part, when the terms for receiving those funds mandate its inclusion. Discrimination (because of race, religion, color, national origin, sex, sexual orientation, gender identity, age, or disability) is prohibited. During the performance of this contract, the Contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, sexual orientation, gender identity or age. The Contractor further agrees to comply with the provisions of the Americans with Disabilities Act (ADA), Public Law 101-336, and applicable federal regulations relating thereto prohibiting discrimination against otherwise qualified disabled individuals under any program or activity. The Contractor agrees to provide, upon request, needed reasonable accommodations. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

In all solicitations or advertisements for employees placed by or on behalf of the Contractor, the Contractor will state that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability.

The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding a notice advising the said labor union or workers' representative of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, as amended, and of the rules, regulations and relevant orders of the Secretary of Labor.

The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations or orders, this contract may be cancelled, terminated or suspended in whole or in part, and the Contractor may be declared ineligible for further government contracts or federally-assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, as amended, and such other sanctions that may be imposed and remedies invoked as provided in or as otherwise provided by law.

The Contractor will include the provisions of paragraphs (1) through (7) of section 202 of Executive Order 11246 in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor, issued pursuant to section 204 of Executive Order No. 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

	Document Description	Page 12
2100000444	Security Services	

Approvals

This contract is subject to the terms and conditions stated herein. By affixing signatures below, the parties verify that they are authorized to enter into this contract and that they accept and consent to be bound by the terms and conditions stated herein. In addition, the parties agree that (i) electronic approvals may serve as electronic signatures, and (ii) this contract may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single contract.

1st Party:

Signature

Title

Printed Name

Date

2nd Party:

Signature

Title

Printed Name

Date

Other Party:

Signature

Title

Printed Name

Date

Approved as to form and legality:

Attorney

	Document Description	Page 13
2100000444	Security Services	

EXHIBIT A
PERSONAL SERVICE CONTRACT INVOICE
FORM GOVERNMENT CONTRACT REVIEW
COMMITTEE LEGISLATIVE RESEARCH COMMISSION

Pursuant to KRS 45A.695, **no payment shall be made on any personal service contract** unless the individual, firm, partnership, or corporation awarded the personal service contract submits its invoice for payment on a form established by the committee.

Invoices shall be submitted every ninety (90) days, unless the personal service contract specifies a different submission time period.

Separate invoices shall be submitted for each distinct matter covered by the personal service contract, and shall be signed by the individual responsible for that matter

The issuance of an invoice to the Commonwealth constitutes an affirmation by the individual, firm, partnership, or corporation awarded the personal service contract that the invoice truly and accurately represents work actually performed, and the expenses actually incurred.

The head of the contracting body shall approve the invoice, indicating that the charges in the invoice reflect the value of the work performed, and all recorded costs and disbursements were reasonably and necessarily incurred in connection with the matter invoiced.

NOTE: All questions must be answered fully. If the space provided is insufficient, additional pages should be attached referencing the specifically numbered item. Any questions regarding the invoice requirements should be directed to the contracting agency.

Contract Number:___Date of Invoice:___

Contracting Body Division, Branch, etc.

1. **Name & Address of Contractor:**
2. **Contractor's Tax I.D. Number:___**
3. **Effective Period of Contract:** 4. **Combined Total Amount Charged in this**

Starting Date: ___ Ending Date: ___
Invoice for Services and Reimbursable Disbursements:___

5. **Dates of Service Covered under** 6. **Is this the FINAL invoice this**
invoice: for services performed

	Document Description	Page 14
2100000444	Security Services	

Starting Date:__ under this contract:

Ending Date:__ __Yes__ No

7. **Date of most recent invoice submitted prior to this invoice:**__
8. **How often is the contractor required to submit invoices under the terms of the personal service contract:**
9. **Provide a description of the matter covered by this invoice:**
10. **Provide a full description of each service provided, including the date each service was performed, the name and title of each individual who worked on the matter, and the time the individual spent on the matter:**
11. **Provide the hourly rate for each individual working on the matter and the total charge for that individual for each matter involved:**
12. **Provide the subject matter and recipient of any correspondence:**
13. **Provide a full description of any work product produced, designating the way in which the work product is associated with the matter being invoiced. (Attorneys Billing for Legal Services: If you contend that any information is subject to privilege, please identify the privileged item, and provide sufficient information to evaluate the claim of privilege):**
14. **Provide an itemized list of all disbursements to be reimbursed by the state for each matter invoiced and the total charge for that matter:**

SIGNATURES:

Contractor:_____ **Date:**__

Title:__

Contracting Body

Approved by:__ **Date:**__

Title:__